



\*E000861\*

# MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

PUBLIC HEALTH SERVICE

HEALTH RESOURCES ADMINISTRATION

BUREAU OF HEALTH RESOURCES DEVELOPMENT

T : Acting Associate Director for  
Health Resources Planning, BHRD

DATE: AUG 20 1974

FROM : Director, BHRD

SUBJECT: Preparations Toward Establishment of a New Bureau

In anticipation of health planning legislation, plans should be developed now for the establishment of a new bureau for the planning function. Accordingly, I would like for you to propose organizational arrangements together with functional statements and staffing patterns for the new bureau. In addition, you should propose a working budget. As an early part of your deliberation I would like you to consider the pros and cons for including the hospital construction grant program in the new bureau.

When developing your plans, please solicit the views and assistance of those key persons whose organizations will be affected by these plans, such as Dr. Graning and Dr. Pahl. Obviously, the establishment of a new bureau will have some impact on the Bureau of Health Resources Development's current organizational structure, functional statements, and staffing patterns. Accordingly, it will be necessary to coordinate all of your proposals with me so that I may be able to develop any necessary parallel proposals for changes in my present organization. Mr. Ralph Salmon, Director, Division of Management Policy, Office of Operations and Management, HRA, has agreed to assist you in any way possible, including the meeting of formal requirements for the development of the above documents.

Please contact me so we can work out a mutually acceptable date by which these documents would be prepared.

  
John C. Greene, D.M.D.